



State of Tennessee
Department of Finance & Administration
Travel Reimbursement Information Processing System (TRIPS)
Computer Based Training (CBT)

Training for the Travel Reimbursement Information Processing System (TRIPS) is provided in the form of a Computer Based Training (CBT) program. The TRIPS CBT demonstrates how to use the TRIPS NavigatER application. It shows how to accomplish such tasks as creating and submitting expense reports, approving expense reports, and viewing the status of expense reports.

The CBT contains some minor errors. Most errors are insignificant (e.g., amounts inconsistent with State policy). These errors should not detract from its instructional value.

Errors deemed to be significant are listed in this document. They are identified by lesson number and the frame (screen) within the lesson.

Preceding the error listing is a master menu of lessons.

Note: Please disregard the following two lessons:

5.2.4 - *Recording and Reconciling Outstanding Cash Advances*

6.3 - *Approving a Cash Advance Request*

Correct procedures for Temporary Travel Advances can be found in the *TRIPS Submitter/Approver Quick Reference Guide*.

Please print this document and refer to it before and during your use of the CBT.

Direct any comments to a TRIPS Statewide Administrator:

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5.....	Creating and Submitting an Expense Report
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Lesson 5.1.3

Claiming a Mileage Expense Using Point to Point

24th Frame

Next, to complete the Financial Code, you will enter two dashes "--" in the *Agency Object* field and the *Location* field. Two dashes represents the optional code for these fields.

Step 25) In the *AGENCY/OBJECT* field, enter two dashes "--".

Step 26) In the *LOCATION* field, enter two dashes "--".

Step 27) Click the **Validate** button.

Lesson 5.1.3 - Claiming a Mileage Expense Using Point to Point

CBT Errors

Clarification needed

Correct TRIPS Functionality

The use of **Grant**, **Agency Object**, and **Location** codes is subject to each Agency's procedures.

However, the TRIPS Financial Code always requires an entry in each segment. If you are not using a Grant, Agency Object, and/or Location code, enter two dashes in the appropriate segment(s):

Lesson 5.1.4

Using the Financial Code Builder Window

17th Frame

Next, to complete the Financial Code, you will enter two dashes "--" in the *Agency Object* field and the *Location* field. Two dashes represents the absence of a code in these fields.

Step 16) In the *AGENCY/OBJECT* field, enter two dashes "--".

Step 17) In the *LOCATION* field, enter two dashes "--".

Step 18) Click the **Validate** button.

Lesson 5.1.4 - Using the Financial Code Builder Window

CBT Errors

Clarification needed

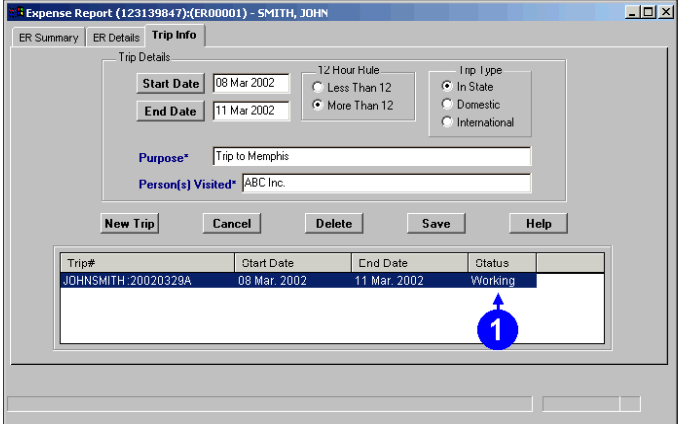
Correct TRIPS Functionality

The use of **Grant**, **Agency Object**, and **Location** codes is subject to each Agency's procedures.

However, the TRIPS Financial Code always requires an entry in each segment. If you are not using a Grant, Agency Object, and/or Location code, enter two dashes in the appropriate segment(s):



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Lesson 5.2.1 Creating a Trip	CBT Errors	Correct TRIPS Functionality
<p>10th Frame</p> <p>Result: The new Trip is saved.</p> <p>1 Note: The new Trip has been assigned the status "Working" but this term has no meaning. When a new expense item is created on the <i>ER Details</i> tab, it will automatically be assigned to the "working Trip".</p> <p>CLICK HERE TO CONTINUE...</p>  <p>Lesson 5.2.1 - Creating a Trip</p>	<p>The following statement is inaccurate:</p> <p><i>When a new expense item is created on the ER Details tab, it will automatically be assigned to the "working Trip".</i></p>	<p>See Lessons 5.2.2 and 5.2.3 to learn how to associate a trip with a per diem expense.</p>
<p>Lesson 5.2.4 Recording and Reconciling Outstanding Cash Advances</p> <p>DISREGARD THIS LESSON</p> <p>See the TRIPS <i>Submitter/Approver Quick Reference Guide</i> section entitled Temporary Travel Advances for detailed procedures.</p>	<p>TRIPS is NOT used to enter requests for Temporary Travel Advances.</p>	<p>If you receive a Temporary Travel Advance, the Division of Accounts will record it as a Cash Advance in TRIPS.</p> <p>You will be required to deduct the Advance from your next Expense Report</p>



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Lesson 5.4.1 Submitting an Expense Report

1st Frame

Result: The *Expense Report* window will appear.

Step 1) On the *ER Summary* window, click the **Submit** button.

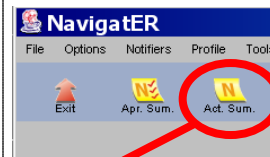
Expense Report # 1 Name SMITH, JOHN A Agency 34301
Position 343600602100300017 Department 301 Date 08 Apr 2002
Purpose* Trip to Nashville Period Covered From 05 Apr 2002 To 08 Apr 2002
TA Number
Financial Summary PD Guideline Summary
Outstanding Cash Advance 0.00 Gross Claim 192.90
Personal 0.00
Net Claim 192.90
State Paid 1 0.00
State Paid 2 0.00
Cash Advance Ded'n 0.00
Reimbursement 192.90
Meals & Inc. 0.00
Lodging 0.00
Tax Details...
Mandatory Field
Print Save Submit Close Help

CBT Errors

Frames are missing at the beginning of this lesson.

Correct TRIPS functionality

Assume that you began the lesson at the main NavigatER window, and had been instructed to click on your *Activity Summary* button.



Lesson 5.4.1 - Submitting an Expense Report

Search Criteria PD Expense Report Date Range All 16 Jul 2004 To 14 Oct 2004 Search
Personal Summary Cash Advance
Report # Status Purpose Reimbursement Flag Date
ER00001 Unsubmitted Trip to Nashville 0.00 14 Oct 2004
Open ... Event Log ... Delete Close Help

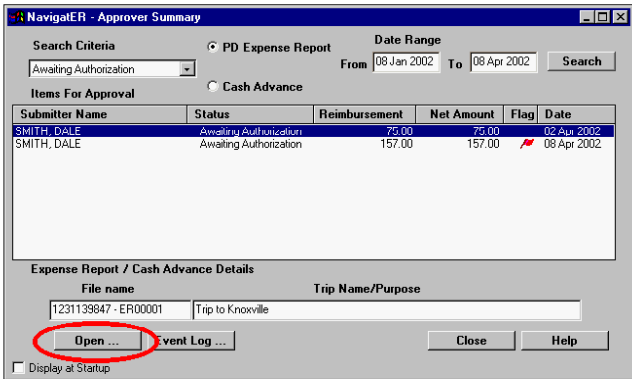
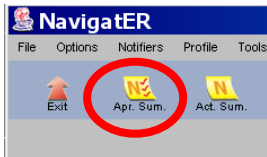
On the *Activity Summary* window, you would highlight Report "ER00001"

And

click **[Open]** to take you to the screen shown on Frame #1

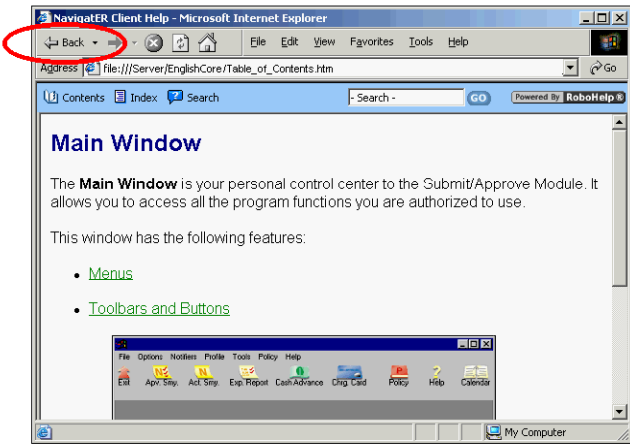


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Lesson 6.1 Approving an Expense Report	CBT Errors	Correct TRIPS functionality
<p>2nd Frame</p> <p>Result: Your Approver Summary window will list all of the Per Diem Expense Reports awaiting your authorization.</p> <p>Open the file at the top of the list.</p> <p>Step 1) Since the file is already selected for you, simply click the Open button.</p>  <p>Lesson 6.1 - Approving an Expense Report</p>	<p>There is a frame missing between the introduction and the second frame.</p>	<p>Assume that you began the lesson at the main NavigatER window and had been instructed to click on your Approver Summary button.</p> 
Lesson 6.3 Approving a Cash Advance Request	CBT Errors	Correct TRIPS
<p>DISREGARD THIS LESSON</p>	<p>No agency approval of Cash Advances is required within TRIPS.</p>	<p>The Division of Accounts will record all Temporary Travel Advances as Cash Advances in TRIPS.</p>



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Lesson 8 Accessing Online Help	CBT Errors	Correct TRIPS functionality
<p data-bbox="456 506 591 537">18th Frame</p> <p data-bbox="186 562 678 583">Result: The <i>Main Display</i> panel displays the previously viewed help topic.</p> <p data-bbox="186 596 747 617">The Back button comes in handy when jumping back and forth between help topics.</p> <p data-bbox="186 630 675 651">Step 17) Click on the Back button to display the previously viewed topic.</p>  <p data-bbox="142 1108 329 1129">Lesson 8 - Accessing Online Help</p>	<p data-bbox="919 510 1154 537">Incorrect statement:</p> <p data-bbox="919 564 1133 716"><i>Result: The Main Display panel displays the previously viewed help topic.</i></p>	<p data-bbox="1206 510 1360 537">Should state:</p> <p data-bbox="1206 564 1414 684"><i>Result: The Main Display panel displays the Main Window topic.</i></p>